

AGENCY Personnel Scheduled to attend the "Forms Improvement  
Workshop" sponsored by GSA on 26 - 27 October 1961  
at 1402 "I" Building

"LEGIB

ARO/RMO  
Name

Office

Director Could not

Cable Secretariat Un

Audit

Commo.

Comptroller ✓

Office of Logistics

Office of Logistics

Office of Personnel

Office of Security

OCR

OCR

ONE

FBID

Could not attend

FDD

Could not attend either days

PIC

OSI

Office of Training

ORR

# Attended 26 October

X Attended 27 October

14 + 16 = 35

13 + 12 = 25

Over.  
DOP

STAT

Approved For Release 2005/11/21 : CIA-RDP70-00211R000700390007-4

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**FORMS MANAGEMENT WORKSHOP**

(Sponsored jointly by General Services  
Administration and the CIA Records  
Administration Officer).

Thursday, 26 October 1961

- 1:30 - Opening Remarks - CIA Records Administration Officer
- 1:40 - Workshop - John Westgate,  
Management Analyst, GSA
- 2:45 - Break
- 3:00 - Workshop
- 3:50 - End of Workshop for Day

Friday, 27 October 1961

- 9:00 - Workshop
- 10:00 - Break
- 10:15 - Workshop
- 11:30 - Closing Remarks

SHUTTLE INFORMATION

A Northbound Shuttle Leaves "I" Building at 1601.

A Shuttle for the New Building Leaves Curie Hall at 1625.

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Toronto Improvement Meeting Workshop -

26 - 27 October 1961 -

1. Attendance - 35 (First Day) 75 (Second Day)
2. Attended Both Sessions ~~23~~ 23
3. Attended ~~Both~~ Sessions & Completed Assignment 70
4. Attended 1 Session + " " 10
5. Certificates of Completion 10
6. Benefits ~~13~~ 13
- a. Officials Forms Concerned 13
- b. Bootleg " " 12
- c. 1 New Form Replaced 2 Typewritten Letters
- d. 3 New Forms Replaced 12 Bootleg Forms
- e. 1 Revised Form Replaced 3 Official Forms

1400

5, 200